

UNITED STATES DISTRICT COURT
DISTRICT OF COLUMBIA
PROBATION OFFICE

RICHARD A. HOUCK, JR.
CHIEF UNITED STATES PROBATION OFFICER

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May 30, 1997

JOB OPPORTUNITY

Announcement Number: 97-DC-11

Opening Date: May 30, 1997

Closing Date: June 30, 1997

POSITION TITLE: SUPERVISING PROBATION OFFICER

SALARY RANGE: CL 30 (\$51,625 to \$83,951) Depending on qualifications.

POSITION LOCATION: Washington, D.C.

Open to all sources. More than one position may be available.

REPRESENTATIVE DUTIES

Maintains an expert knowledge of Federal statutes, sentencing guidelines, and relevant case law.

Assigns and schedules all investigations, supervision, and other case work to officers under his or her supervision.

Review and evaluate all work in the unit, including presentence investigation and supervision reports, case records, and correspondence to ensure professional service delivery to the Court and related government agencies, in matters involving imposition of sentence and execution of the court's sentencing orders.

Confers regularly with probation officers; provides direction and assistance to the officers on improving investigative, supervision, and writing skills. Assists officers in the application of the principles of enhanced supervision, and the correct interpretation and application of Federal Sentencing Guidelines and sentencing law.

Masters the use of modern office equipment and devices; personal computers and

Windows 95 applications; digital cameras for image capture and storage; on-line data retrieval services such as Westlaw, Lexis, and the Internet; and heads the implementation of innovative technology to our profession.

Supervise professional and support staff by planning and organizing workflow; training, directing, coordinating, monitoring, counseling, and motivating employees; and providing evaluation, feedback, recommendations for further training and/or procedural revisions as necessary.

Participate in the development of strategic planning efforts to increase the effectiveness of the office. Assist in the development and/or revision of policies, procedures, or programs by initiating new ideas, recommending actions, drafting proposals, chairing and/or participating in committees, team meetings, or management group efforts.

Prepare written reports, policies, procedures, and proposals, as well as review, edit, and provide feedback on written documents developed by others.

Conducts unit staff meetings to identify performance and operational problems, and to develop appropriate solutions.

Monitors involvement unit members who participate in flexible work programs, the physical fitness program, and ensures compliance with the District's policies on fieldwork.

Evaluates the performance of the probation officers in the unit on a systematic and regular basis, ensuring accountability and reliable performance appraisal of subordinate staff.

Assures continuing staff development by planning and developing orientation and in-service training, and, by increasing levels of responsibility in assignments.

Responsible for staff relationships and morale within the unit, encouraging loyalty and enthusiasm; maintains a supportive atmosphere for staff utilization of management personnel and resources.

Serves as a major communication catalyst and link between line staff and the administration, assuring implementation of administrative directives while concurrently providing information to the chief probation officer for future administrative action.

Assumes the responsibility for case handling of emergency situations in the absence of probation officers.

Performs related duties as required by the chief probation officer or by the deputy chief probation officers.

JOB REQUIREMENTS

The following areas of knowledge are essential to this position: broad knowledge of criminal justice system; thorough knowledge of federal probation and parole legal requirements, policies and procedures; thorough knowledge of sentencing guidelines and applicable case law; thorough knowledge of investigative and supervision techniques; and solid knowledge of the roles, responsibilities and relationships among the federal courts, Parole Commission, and the Bureau of Prisons.

The incumbent should possess the ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts, and skill in applying various statutes and implementing regulations. They must have the ability to communicate orally and in writing, both clearly and concisely, with a variety of persons such as judicial officers, attorneys and offenders. A working knowledge of legal research techniques, database and spreadsheet software, and word processing applications in a windows environment is preferred.

Supervisory requirements include: the ability to perform all the duties/responsibilities required of the personnel they directly supervise, developing or accepting recommendations from subordinates to increase productivity or quality, keeping subordinates informed of the policies and procedures of the organization as a whole, assuring equity among subordinate units in terms of performance standards, rating techniques of employees, and work performed, recommending or counseling superiors on proposed changes to enhance the overall capability/productivity of the total organization, assisting with employee problems when possible, and effecting disciplinary actions when required.

QUALIFICATIONS

REQUIRED EDUCATION/EXPERIENCE

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, and is required for all probation officer positions.

Three years of specialized experience is required to qualify for employment as a federal probation officer. Specialized Experience includes progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

MANAGERIAL EXPERIENCE

At least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in

person-to-person work relationships, (b) the ability to exercise mature judgment, and (3) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court unit involved, and that included at least one year of experience at or equivalent to the CL 28 (GS 12) level, for qualification at the CL 29 (GS 13) level. For qualification at the CL 30 (GS 14) level, applicants must have one year of specialized experience at the CL 23 (GS 13) level, as noted above.

EDUCATIONAL SUBSTITUTIONS

Educational Substitutions include: completion of the requirements for a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience.

An overall 'B' grade point average equaling 2.90 or better of a possible 4.0.

Standing in the upper third of the class.

A 'B+' (3.5) average or better in the major field of study, such as business or public administration, personnel management, industrial relations, or psychology.

Election to membership in Phi Beta Kappa, Signa XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the

Association of College Honor Societies, other than Freshman Honor Societies.

Completion of one academic year (30 semester or 45 quarter hours) of graduate education in a field of study closely related to the position qualifies at CL-25, Step 1. [CL-25, Step 1, equates to one year of specialized experience equivalent to work at CL-23 level.]

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, qualifies at CL-27, Step 1. [CL-27, Step 1, equates to two years of specialized experience including at least one equivalent to work at CL-25 level.]

PREFERRED EXPERIENCE

Experience as a Federal Probation Officer is preferred, but not required.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the

amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employee's Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

EMPLOYEE BENEFITS

Full-time employees of the United States Probation Office are eligible for retirement benefits, and accrue 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the District of Columbia currently offers a flexible work schedule program, a physical fitness program, MetroChek public transportation vouchers, a community service volunteer program, as well as an annual employee awards program.

A successful FBI background check is required for employment as a federal probation officer for the District of Columbia.

A complete position description is posted in the United States Probation Office for the District of Columbia. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the District of Columbia.

Applicants must submit a cover letter, SF-171 and writing sample, postmarked by the closing date to:

**Mr. Richard A. Houck, Jr., Chief United States Probation Officer.
333 Constitution Ave. NW Room 2800
Washington, DC 20001-2866
Reference Announcement # 97-DC-11**